MEMORANDUM

JOB VACANCY NOTICE

Posting Date:	July 7, 2015	**Closing Date**:	Until Filled
State Job Title:	Attorney V	**FLSA Status**:	Prof-Exempt
Agency Job Title:	Staff Attorney	**Location:**	Austin, TX
Salary Range	$104,500	**Type of Job:**	Full Time

Contact Person: Sian Schilhab, General Counsel, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551

Job Description: See attached description.

There is a vacancy in the Court of Criminal Appeals for an Attorney V position to begin on September 1, 2015.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should send a letter, a State employment job application form, a resume, and a writing sample to the office of Sian Schilhab, General Counsel, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711.

Personal interview will be conducted only upon invitation by the Court.

JOB DESCRIPTION

GENERAL DESCRIPTION

Performs moderately complex attorney work. Work involves planning and organizing cases, interpreting laws and regulations, preparing legal documents, and rendering legal advice and counsel. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Advises staff on legal matters and on the interpretation and application of laws and regulations.
Prepares legal opinions, proposals, and reports.
Performs research for policy and process questions.
Investigates alleged law violations and prepares reports of findings.
Assists in preparing opinions on appeals of decisions and rulings.
Assists in planning and organizing work assignments.
May research, draft, or assist in drafting bills and amendments for legislative consideration.
May train others.
Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education
Two years experience in legal work. Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree. Member in good standing with the State Bar of Texas.

Knowledge, Skills, and Abilities
Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the agency.
Skill in legal research, writing, and analysis.
Ability to participate in hearings, to prepare opinions and briefs, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others.

Registration, Certification, or Licensure

Must possess a license to practice law in the State of Texas.